

BY-LAWS OF THE TOWN OF BUCKEYE COMMUNITY SERVICES ADVISORY BOARD

The Town of Buckeye's Community Services Advisory Board will develop advisory recommendations for the Community Services Department (the "Department"), which includes Parks, Recreation, Special Events, Area Agency on Aging, Social Services and the programs, services and facilities overseen therein. The Board will also render advisory opinions on issues related to the Library in the event the topic relates to other areas in the Community Services Department or if the Library Advisory Board seeks input from the Community Services Advisory Board.

ARTICLE 1: CREATION, NAME AND HISTORY OF BOARD

In January 1996, Buckeye Town Council established the Parks and Recreation Advisory Board that was tasked with advising staff on the operation, maintenance, and future development of recreation facilities in the Town of Buckeye. Subsequently, in December 2008, the Town renamed the Parks and Recreation Advisory Board to the Community Services Advisory Board. At that time, the Cemetery Advisory Committee was eliminated and several of its members were added to the Community Services Advisory Board. In addition to issues related to parks and recreation, the Community Services Advisory Board was now tasked with providing advisory recommendations on the operation of the Louis B. Hazelton Cemetery. In February 2010, the operation and maintenance of the cemetery was transferred to the Buckeye Fire Department, therefore issues related to the cemetery were to be addressed to the Fire Department and were no longer under the purview of the Community Services Advisory Board. In November 2012, the Social Services Advisory Board was designated as inactive status and the Board's duties were placed under the Community Services Advisory Board. Several members of the Social Services Advisory Board were appointed to the Community Services Advisory Board.

ARTICLE 2: DUTIES OF THE BOARD

The Community Services Advisory Board shall make recommendations affecting the Community Services Department's policies, programs and services and the operation of its facilities. In some instances, the Board's recommendations will be forwarded to Town Council for their approval. The Board's recommendations are advisory in nature. Formal decisions of the Board shall be communicated with Town Council via the Council Liaison appointed to the Board, the Board Secretary, the Department Director, Town Manager or the Town Clerk's office. Town Council may assign duties for the Community Services Advisory Board to undertake. Other duties of the board including the following:

A. Promotion and Support

1. Promote public interest and involvement in parks, recreation, events and social services in Buckeye.
2. Inform staff of pertinent activities, issues, current trends, and problems that are relevant to the Department.
3. Assist in disseminating information on events, programs and services to residents in Buckeye.
4. Provide support and assistance in fundraising campaigns and grant applications, where appropriate, for Community Services programs, services and facilities.
5. If able, volunteer or assist staff with events and programs when requested.

B. Review of Department's Programs, Services and Policies

1. Periodically review programs and services offered by the Department in relation to the needs and desires of the citizens.
2. Assist in reviewing and shaping policy, as appropriate in conjunction with the Community Services Department.

C. Planning and Capital Improvements in the Department

1. Provide input into Comprehensive Master Plans for the Department and their subsequent implementation.
2. Recommend improvements in the maintenance and operation of current Community Services facilities and their use by the public.
3. Render advisory input on the acquisition and development of new parks, recreational facilities and equipment.

ARTICLE 3: APPOINTMENT TO THE BOARD

- A. Qualifications of Members: To be considered for the Board, potential applicants must be a Town of Buckeye resident for at least one year, over 18 years of age and a registered voter. Potential applicants should have an interest in issues related to parks, recreation, and social services. Applicants must complete a Town of Buckeye Boards and Commissions Application, which will be reviewed by Council and staff.
- B. Appointment: Board members shall be appointed by Council during a Council meeting. Following their appointment, board members must be sworn in by the Town Clerk or

authorized designee by verbally giving an oath of office and signing the oath, after which the board member becomes an official member of the Advisory Board.

- C. Board members shall not hold any other Buckeye office, appointed position or serve on any other Town board or commission.

ARTICLE 4: MEMBERSHIP ON THE BOARD

- A. Number of Members: The Community Services Advisory Board shall consist of nine to eleven members appointed by Buckeye Town Council.
- B. Term: Board members serve a four year term, which can be renewed for an additional four year term at the discretion of Town Council for a maximum of two consecutive terms. Terms end in December. Board members are considered to be active members even if their term has expired in December until such time as their terms are renewed or their resignation or termination on the board has been approved by Council. The terms of the members should be staggered so that no more than five members expire in any one year.
- C. Vacancies: In the event a vacancy occurs on the Board, Buckeye Town Council shall appoint new members for the un-expired term from the general public who have an interest in Community Services related issues. However, a member appointed to fill a vacancy may service two (2) consecutive terms after the conclusion of the unexpired term to which he/she was appointed.
- D. Absences and Removal: Council may declare a seat vacant and appoint a replacement if a member has three consecutive unexcused or unexplained absences from any regular meeting or missed more than fifty percent of all meetings held by the Board over the calendar year. Council may suspend such action by accepting a statement by the member regarding their inability to attend the meetings.
- E. Excused and Unexcused Absences: A board member may be considered excused from a meeting if they notify the Secretary prior to the meeting. Failure to notify the Secretary prior to the meeting will result in an unexcused absence.
- F. Resignations: A member who seeks to resign from the board shall submit a written resignation to the Secretary of the Board. If possible, the resignation should allow for a thirty day notice so Town Council can appoint a replacement.
- G. Voting: Each board member is entitled to one vote.

ARTICLE 5: OFFICERS AND SECRETARY OF THE BOARD

- A. Officers: The officers of the Community Services Advisory Board shall consist of the Chairperson and Vice-Chairperson.

1. Nomination and Election of Chair and Vice-Chair: The Chairperson and Vice-Chairperson shall be nominated and elected by a majority vote of the board members at the first meeting in January each year. Said officers shall serve without compensation.
 2. Term of Chair and Vice-Chair: The chairperson and vice-chairperson shall serve a one year term, starting with the first meeting of the year in which they are elected. The Chairperson and Vice-Chairperson shall be eligible to serve in their role for additional consecutive terms up to three years maximum. The officers of the board are not eligible for reelection to that designated office until the expiration of two years after the last date of the person's service in office. The Board may override the term limit provision for an officer by an affirmative vote of a majority of board members.
 3. Vacancy of Chair and Vice-Chair: A vacancy of the Chairperson or Vice-Chairperson shall be filled from the Board membership by a majority vote of the Board at the next meeting where a quorum is present. The chairperson or vice-chairperson shall serve for the remainder of the term.
- B. Secretary: The Secretary of the Board shall be a Town of Buckeye staff person as assigned by the Community Services Director.
- C. Duties of the Chair, Vice-Chair and Secretary:
1. Chairperson:
 - i. Presides and facilitates meetings of the Advisory Board.
 - ii. Assigns duties to members and appoints members to subcommittees as necessary.
 - iii. Acts as spokesperson for the Community Services Advisory Board.
 2. Vice-Chairperson:
 - i. Fulfills the duties of the Chairperson in their absence.
 - ii. Coordinates initiatives of any subcommittees.
 3. Secretary:
 - i. Establishes a meeting schedule for the Board including the date, time and place of meetings.
 - ii. Works with the Chairperson to prepare the agenda for the meetings.
 - iii. Records the minutes for all meetings of the Board.
 - iv. Maintains and preserves a written record of all actions of the Board.
 - v. Receives and processes all correspondence for the Board and relays the information to the Town Clerk's office.
 - vi. Distributes minutes of previous meetings and agendas for upcoming meetings to members.

ARTICLE 6: MEETINGS OF THE BOARD

- A. Regular Meetings: Regular meetings shall be held on the third Wednesday of every other month at 6:30pm in January, March, May, July, September, November or as needed. The secretary shall notify all members of the schedule of regular meetings for the year at the first meeting in January.
- B. Notifications: Meeting notifications and agendas shall be sent a minimum of 24 hours in advance of the scheduled meeting. The Secretary, after consultation with the Chair shall have the authority to cancel any meetings and all members will be notified accordingly. Meeting notices shall be given to the members and posted as required by State law and Town ordinances.
- C. Special Meetings: Additional meetings, for any purpose, may be held on the call of the Chairperson or by request of three or more members, or by staff giving notice to all members by telephone or personal delivery or by verbal comment during a regular meeting. All notices shall be provided to members at least 24 hours before the meeting.
- D. Temporary Chair: In the absence of the Chairperson or Vicechairperson and a quorum is present, Board members can nominate and elect a temporary Chair by majority vote to preside over that particular meeting.
- E. Quorum: At all meetings, a quorum shall consist of a majority of members, or more than half the membership, excluding vacancies. If there are 10 appointed board members, a quorum would consist of 6 or more members present. If there are 11 appointed board members, a quorum would consist of 6 or more members present as well.
- F. Lack of Quorum: No action shall be taken at any meeting in the absence of a quorum. A meeting can be cancelled after 15 minutes of the posted start time for the meeting if a quorum is not present. A meeting may be cancelled prior to its occurrence by the Secretary if known previously there will not be a quorum present and notification shall be given via telephone to all board members that the meeting is cancelled due to lack of quorum. A notice shall be posted on the meeting room door alerting members of the public that the meeting was cancelled due to lack of quorum.
- G. Public Records: Regular meetings of the Board shall be open to the public and the agendas and approved minutes of its proceedings shall be filed with the Town Clerk's office and posted on the Town's website as public record.
- H. Public Comment during Meetings: For any matter under consideration, any person may submit written comments, and if attending in person, may speak to the issue upon being recognized by the Chairperson and stating his or her name and address and the names of any person on whose behalf he or she is appearing. During each meeting, there shall be time set aside for public comment from citizens. The Chairperson may limit a speaker to three minutes. Open meeting law does not permit discussion of items not specifically on the agenda.
- I. Meeting Procedure: The Chairperson shall generally utilize Robert's Rules of Order to

conduct meetings of the Board, subject to the discretion of the Chairperson and the needs of the Board's business.

- J. Tie Votes: In the event of a tie vote, the motion will be re-voted. If there is a second tie, the motion shall fail.
- K. Conflict of Interest: Members shall recuse themselves from voting on any matter in which they may directly or indirectly benefit personally or financially from the Board's actions.

ARTICLE 7: SUBCOMMITTEES OF THE BOARD

By majority vote, the Advisory Board can establish subcommittees for consideration and study of any matter not covered by the Board during regular or special meetings. These may be standing committees and/or ad hoc committees formed as needed to support the mission of the Community Services Advisory Board. The subcommittees shall report updates on subcommittee work to the Board.

ARTICLE 8: AMENDMENTS TO THE BY-LAWS OF THE BOARD

These By-Laws may be amended at any meeting of the Community Services Advisory Board by majority vote at a properly called meeting. Amendments must be given to each member in writing at least seven days prior to said meeting. Such amendments shall become effective at the next regular meeting of the Advisory Board.

ADOPTED: January 17, 2013

AMENDED: